

METER READER

PURPOSE: Record consumption data from gas and water meters.

FUNCTIONAL AREAS: _____ Under direction:

1. Perform job tasks associated with the collection of consumption data from gas and water meters.
 - * A. Determine location of meters on an assigned route.
 - * B. Collect accurate meter readings and record pertinent field data either manually or using a vehicle based or hand-held radio transceiver and computer.
 - * C. Perform aeration and pumping of utility access vaults.
 - * D. Operate combustible, toxic, and oxygen detection equipment.
2. Maintain good relationships with the public.
 - * A. Respond to questions concerning water and gas usage, billing, or other Department functions.
 - * B. Ensure that property is returned to original state after consumption data is recorded (locking doors, turning off lights, returning items to original position if they were moved to reach or read meters).
 - * C. Present a courteous and neat public image.
3. Perform other related duties as assigned.
 - * A. Check for and report gas odors and water leaks on an ongoing basis at all job sites.
 - * B. Report meter misuse or theft of utilities to appropriate personnel.
 - * C. Serve as courier to transport mail, computer printouts, printed materials and/or equipment as assigned.
 - * D. Cooperate with customers to ensure that pets and guard animals are treated in a safe and humane manner.
 - E. Perform work to repair and test gas meters, regulators, reliefs, and water meters.
 - F. Perform cleaning and maintenance of shop area.

JOB REQUIREMENTS

License Requirements

- ♦ A. Possession of a valid Minnesota Class "D" driver's license or privilege by the date of appointment and thereafter.

Knowledge Requirements

- A. Knowledge of the principles, methods, equipment, and materials used in the repair of gas meters, regulators, reliefs, and water meters.

Skill Requirements

- A. Skill in diagnosing and repairing gas meters, regulators, reliefs, and water meters.

Ability Requirements

- A. Ability to complete assigned routes in a timely fashion.
- ◆ B. Ability to accurately read and enter numerical figures.
- C. Ability to read water and gas meters, with training.
- ◆ D. Ability to use proper discretion in carrying out job duties.
- E. Ability to follow established safety practices and departmental policies.
- ◆ F. Ability to follow oral, written, and diagrammatic instructions.
- G. Ability to, with training, enter and retrieve information using a vehicle-based or hand-held radio transceiver and computer.
- ◆ H. Ability to work independently, with minimal direct supervision.
- ◆ I. Ability to establish and maintain good working relationships with co-workers and the public.
- J. Ability to read maps and find locations within the City.
- ◆ K. Ability to maintain orientation in large buildings.
- L. Ability to learn sequenced numbering system.
- ◆ M. Ability to convey information verbally and in writing.
- ◆ N. Ability to note detail in numbers, addresses, and placement of objects.

Physical Requirements

- ◆ A. Ability to walk and work outside year-round in all terrains and weather conditions.
- ◆ B. Ability to see, hear, and smell.
- ◆ C. Ability to occasionally stoop, crouch, and kneel.
- ◆ D. Ability to use ladders to access meters in confined spaces.
- ◆ E. Ability to work in confined spaces.
- ◆ F. Ability to routinely lift and carry a hand-held radio transceiver and computer weighing up to 5 pounds, and to occasionally lift utility access covers above the retaining ring and pull the cover to expose the opening; covers weigh up to 100 pounds.

* Essential functions of the position

- ◆ Job requirements necessary the first day of employment

Anlst: JA	Class: 4409	Union: Basic	Pay: 22	CSB: 20090421
CC: 20090526	Res: 09-0354R	EEOC: Service/Maint	EEOF: Utilities/Transportation	WC: 7520